

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	
14. Agency Use <div style="background-color: yellow; padding: 2px;">*DOI016</div>											
15. Classified/Graded by a. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office		Official Title of Position Pay Plan Occupational Code Grade Initials Date									
a. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Initiating Office		Supervisory Range/Forestry Technician (Fire) GS 455/462 09 5/7/2004 Department of the Interior, FLERT Specialist This PD has been approved as follows under 5 USC 8336(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Soc/Supvy Approval Date: <u>October 26, 2004</u>									
16. Organizational Title of Position (if different from official title) Interagency Hotshot Crew Superintendent										17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of the Interior a. First Subdivision BIA BLM FWS NPS b. Second Subdivision										c. Third Subdivision d. Fourth Subdivision e. Fifth Subdivision Signature of Employee (optional)	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										f. Typed Name and Title of Immediate Supervisor	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.										g. Typed Name and Title of Higher Level Supervisor or Manager (optional)	
Signature _____ Date _____										Signature _____ Date _____	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistent with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position Range Technician Series, GS-455 Dec 91 TS-111 Forestry Technician Series, GS-462 Dec 91 TS-111 Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111 General Schedule Supervisory Guide June 1998 Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Typed Name and Title of Official Taking Action BIA BLM FWS NPS HR Manager/Specialist Date: 5/7/04										See Remarks	
23. Position Review a. Employee (optional) b. Supervisor c. Classifier										24. Remarks Allison Beard BIA Todd Ryan BLM Dawn Phillips FWS Debbie Burton Orton NPS	
25. Description of Major Duties and Responsibilities (See Attached)											